



**Policy: 4020**  
**Procedure: 4020.01**  
**Chapter: Institutions**  
**Rule: Protocol for Juvenile Program Development**

**Effective:** 12/19/08  
**Replaces: 4020.02**  
**Dated: 06/06/05**

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall develop and implement programs that are approved by the Program Development Committee (PDC) and ensure that they are consistent with the Department's mission, vision and the strategic plan. These programs shall be designed to promote learning in a safe, individualized, therapeutic, and collaborative educational environment. Program development activities shall ensure that all programs meet the risk, criminogenic levels, rehabilitative, treatment, and educational needs of juveniles committed to the Department.

### **Rules:**

1. **ANY ADJC EMPLOYEE** intending to develop and implement any program shall submit the program to the Deputy Director's Leadership Team. The **EMPLOYEE** shall include, at minimum, the following protocol in the program submission:
  - a. Name of program requestor;
  - b. A statement about how this program meets the ADJC mission, vision, norms, and strategic plan;
  - c. A brief overview of theories and research supporting the program;
  - d. A general outline of the program's goals and objectives;
  - e. A statement of its integration with existing programs;
  - f. The basic program standards including, at minimum:
    - i. Juvenile participation; e.g., which juveniles are involved, length of participation, size of group, etc.;
    - ii. Employee expectations; e.g., job classification of involved employees, time commitment, etc.; and
    - iii. Monitoring; e.g., how will program be reviewed, frequency, and monitoring forms, etc.
  - g. **ANY ADJC EMPLOYEE** shall also submit a statement regarding:
    - i. Any necessary employee training or personnel development;
    - ii. Anticipated costs;
    - iii. Length and frequency of training; and
    - iv. The name of the contact person for the program design.
  - h. To assist in the development of any program, **ANY ADJC EMPLOYEE** shall utilize Form 4020.01A Program Development and Implementation Checklist which is designed to identify empirically derived standards.
2. The **DEPUTY DIRECTOR AND HIS/HER LEADERSHIP TEAM** shall:
  - a. Evaluate the program as submitted;
  - b. Approve with recommendations;
  - c. Disapprove with a written explanation;
  - d. Send it back for clarification.
3. The **DEPUTY DIRECTOR** shall convene a Programming Committee with representation from the following areas:
  - a. Research and Development;
  - b. Quality Assurance;
  - c. Community Corrections and Community Services;
  - d. Medical Services;
  - e. Behavioral Health;

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- f. Policy Unit; and
  - g. Safe Schools.
4. The **DEPUTY DIRECTOR'S PROGRAMMING COMMITTEE OR DESIGNEES** shall be responsible for:
- a. Revising or enhancing existing approved programs;
  - b. Implementing approved new programs;
  - c. Monitoring and evaluating effectiveness of all programs; and
  - d. Providing leadership with status of all new and existing programs when requested.
5. Upon final approval of any program, the **DEPUTY DIRECTOR**, as Chairperson of the Programming Committee, shall direct the responsible party or parties to:
- a. Develop an Action Plan to include:
    - i. Goals;
    - ii. Objectives; and
    - iii. Action steps.
  - b. Ensure that the program is supported with a budget;
  - c. Ensure that a monitoring and evaluation plan has been developed;
  - d. Ensure that a staff development and/or training plan is developed, if necessary; and
  - e. Ensure that the program is implemented.
6. The **DEPUTY DIRECTOR AND THE PROGRAMMING COMMITTEE** shall ensure that the approved program has a complete Program Manual which includes, at a minimum:
- a. Completed program description;
  - b. Applicable policy, procedures, and forms;
  - c. Methods and time frames of monitoring and evaluating the program;
  - d. Curriculum and facilitator's guide;
  - e. A training schedule; and
  - f. Accompanying training standards.
7. In collaboration with the Programming Committee, the **RESPONSIBLE PARTY OR PARTIES** shall:
- a. Develop the implementation plan for the program;
  - b. Provide a recommendation for a pilot site, if deemed necessary;
  - c. Develop an accompanying training plan; and
  - d. Present the implementation plan to the Deputy Director and ADJC Leadership for final review and approval.

**Signature Date**

12/19/08

**Approved by Process Owner**

Kellie M. Warren, Psy. D., Deputy Director

**Effective Date**

12/19/08

**Approved by**

Michael D. Branham, Director